



## ***Civilian Human Resources Agency***



# **Civilian Recruitment in the 21<sup>st</sup> Century : A USA Staffing® Briefing for**





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### **WHAT IS USA STAFFING?**

**USA Staffing is a single, integrated software solution used to staff Federal jobs. It provides full integration with USAJOBS to support competitive examining and merit promotion vacancies and will be used to staff Appropriated and Non- Appropriated fund positions. USA Staffing was developed and is maintained by the Office of Personnel Management (OPM)**



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### **CHRA Implementation**

- Piloted in select locations since March 2010
- Full transition over two years
  - Beginning January 2011
  - Ending April 2012
  - By CPAC
  - Fort Eustis CPAC to transition March 2012.
- During transition
  - Vacancies filled under Resumix or USA Staffing procedures
  - [www.armycivilianservice.com](http://www.armycivilianservice.com) will post all announcements
  - Individual announcement will link directly to USAJobs or include familiar self-nomination procedures
  - Follow instructions in the job announcement



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### **Why the Change from Resumix?**

- Defense Enterprise Hiring Solution
  - A single hiring process and tool used by all components of DOD
  - USA Staffing is an interim solution
- Why USA Staffing was chosen
  - Resumix not favored by other components as a solution
    - Negative stigma to Resumix
    - Resumix is an unsupported software
  - Integrated with USAJobs
  - Supports OPM's end-to-end hiring model
  - Supports Presidential Hiring Reform initiatives



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# **Differences Between Resumix and USA Staffing**

- USA Staffing uses Occupational Questionnaires to determine the best qualified candidates instead of Resumix skills.
- Announcements will be available only on <http://www.usajobs.gov/>
- Applicants must apply through USAJobs, not the Army Resume Builder.



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# Automated System Comparison

Chart	
RESUMIX	USASTAFFING
<ul style="list-style-type: none"><li>• Skill Based System</li></ul>	<ul style="list-style-type: none"><li>• Task Based Applicant System</li></ul>
<ul style="list-style-type: none"><li>• Applicant Documents required prior to appointment</li></ul>	<ul style="list-style-type: none"><li>• Documents required <u>at time</u> of application</li></ul>
<ul style="list-style-type: none"><li>• Create and store up to one resume.</li></ul>	<ul style="list-style-type: none"><li>• Create and store up to <u>five</u> resumes</li></ul>
<ul style="list-style-type: none"><li>• Submit via hardcopy and online</li></ul>	<ul style="list-style-type: none"><li>• Submit via fax, hardcopy and online</li></ul>
<ul style="list-style-type: none"><li>• Based on description of skills, and experience within resume</li></ul>	<ul style="list-style-type: none"><li>• Based on answers to assessment questions and updated by experience within resume.</li></ul>
<ul style="list-style-type: none"><li>• Ability to set up five saved searches</li></ul>	<ul style="list-style-type: none"><li>• Ability to set up 10 saved searches</li></ul>
	<ul style="list-style-type: none"><li>• Spell check capability</li></ul>



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# **Changes for Applicants**

- Apply through USAJobs/Application Manager
  - Create/store up to 5 different resumes
  - Submit supporting documentation
  - Track status of all applications
  - View messages sent regarding status
    - Initial acknowledgment of receipt of application package
    - Qualifications/referral notification
    - Non-selection notification
- Application package vs. Resume
  - Includes resume, assessment questionnaire responses and supporting documents
  - Everything required before the close of the announcement



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# **Application Package**

- **Resume**
  - Able to tailor resume to specific job opportunities
  - Must include complete dates (month/year) and hours worked per week for each employment period.
  - May be in the format of your choice
  - Can be created using USAJobs template or copied/pasted from Resumix into USAJobs template
  - Must be uploaded under “Resume” in order to receive consideration
  - Only one resume per application package will be considered



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# **Application Package**

- Assessment Questionnaire
  - Serves two purposes
    - To determine eligibility
    - To determine qualifications
  - Eligibility and qualification determinations based on selected responses to a series of questions
  - Better demonstrate job specific qualifications



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# **Application Package**

- Supporting Documents
  - Clearly specified in the announcement to establish eligibility and qualifications
    - Notification of Personnel Action ( i.e., SF-50 or DA-3434)
    - DD-214, SF-15, Veterans Administration Letter; Request for Terminal Leave
    - Transcripts
    - Licenses/certifications
    - Additional documentation as required in the vacancy announcement
  - Upload to Applicant Manager and reuse for all future applications



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### **How To Apply to Army Jobs**

- Search for current Army vacancies at [www.armycivilianservice.com](http://www.armycivilianservice.com) and click on “Job Search”
- Specific instructions on submitting an application package can be found by clicking on “How to Apply”
- Start the application process by clicking “Apply Online” from the job announcement
- Login or create your USAJobs account
- Click on “Apply for this position now!”
- You will be directed to “Application Manager” and click on “Proceed with my Application”
- Complete required information



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### USAJOBS Main Page

To apply for jobs you must have a USAJOBS account. To begin, SIGN IN or CREATE AN ACCOUNT if you have not done so already.

Search Jobs My Account Info Center

**SIGN IN OR CREATE AN ACCOUNT**

**USAJOBS**  
"WORKING FOR AMERICA"

What: (keywords) Where: (city, state or zip code) [Browse Jobs >](#)  
[Advanced/International Search >](#)

**Search Jobs**

[First Time Visitors](#) [Why Work for America?](#) [Special Hiring Events](#)

[Individuals with Disabilities](#) | [Veterans](#) | [Students](#) | [Senior Executives](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Employers](#) [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.



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## Create an Account

To create an account you must enter some basic Personal Information into the Form Sections.


**Form Sections:** [Personal Information](#) | [Account Information](#) | [Current Goal](#) | [Citizenship Status](#) | [Veterans' Preference](#)

**Required information**

**Personal Information**

- \* First Name
- Middle Name
- \* Last Name
- \* Home Address
- Home Address 2
- \* City/Town
- \* State/Territory/Province
- \* Postal/Zip Code
- \* Country
- \* Telephone Numbers
  - 
  - 
  -
- \* Email

What is your email format preference? ☒ HTML ☐ Text

 **Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured.**

**Account Information** [Top](#)

- \* Username  Use between **4** and **20** characters
- \* Password  Your password must contain:  
At least 8 characters (20 maximum)



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# USAJOBS – My Account Area

Search Jobs | **My Account** | Info Center | Welcome Applicant! | Sign out

**USAJOBS**  
"WORKING FOR AMERICA"

**Search Jobs**  
What: (keywords) Where: (city, state or zip code)   
[Browse Jobs >](#) [Advanced/International Search >](#)

**My Account**  
Applicant Three  
Current Goal:  
Last login:  
[Edit Profile](#)

**Highlights from USAJOBS**  
Looking for an internship, entry level job, or just want to explore the possibilities open in the government to the country's young people? Check out the brand new Students page at <http://www.usajobs.gov/studentjobs/>. From here you can find information on Governmentwide hiring programs for students, entry level employment upon graduation, and additional opportunities including apprenticeships, cooperatives, fellowships, grants, internships, and scholarships.

**Resumes** ▾  
[Build New Resume](#)   
[Upload New Resume](#)   
You currently do not have any resumes. You can have a maximum of 5 resumes. You are able to upload and store 2 uploaded resumes.  
[View All Resumes](#)

[Job Search Agents](#) ▲

[Saved Jobs](#) ▲  
[Saved Documents](#) ▲  
[Application Status](#) ▲

[Site Map](#) | [Contact Us](#) | [Help/FAQs](#) | [Employers](#) | [Privacy Act and Public Burden Information](#)

This is a United States Office of Personnel Management website.  
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Once you've filled out the basic profile information and created an account, you can Build a New Resume or Upload a New Resume by selecting one of the options in the Resumes area.

In your USAJOBS account you can:

- Build or upload a new *Resume*
- Upload and save *Documents* required to support your application
- Check your *Application Status*
- Create *Job Search Agents*
- Review any *Saved Jobs*



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### Select Resume and Attachment(s)

Search Jobs My Account Info Center Welcome Applicant! Sign out

**USAJOBS**  
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Search Jobs  
What: (keywords) Where: (city, state or zip code)  
[Browse Jobs >](#) [Advanced/International Search >](#)

**Please Note:** If you are resubmitting or updating a previous application you must re-submit **all** required documents!

**Apply Online** to the following job:

**Job Title:** AUDITOR (CONTRACT AUDIT)  
**Agency:** Defense Contract Audit Agency, Department Of Defense  
**Job Location:** RADFORD, Virginia

**Resume** - Select one of your stored resumes to send:  
Select  
Auditor

**Attachment(s)** - Select one or more of your attachments to send:  
Select  
DD-214  
SF-50

☒ I certify, to the best of my knowledge and belief, all the information in and submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

[Apply for this position now!](#) [Cancel](#)

After you click Apply Online, you will have the option to select a Resume and any supporting documents (attachments) to be linked to your application.

**Please Note:** If you are updating a previously submitted application, you must re-submit your Resume and all applicable supporting documents.

After you click *Apply for this position now!*, USAJOBS will redirect you to Application Manager.



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### Transition to USA Staffing® - Application Manager

**USAJOBS**  
"WORKING FOR AMERICA"

One moment please...

We are now bringing you to the system used by the

**Defense Contract Audit Agency**

to complete your application process. You will be returned to USAJOBS upon completion.

Your browser should automatically take you there in about 5 seconds, or...

[Take me there now](#)

Application Manager is a separate Federal system from USAJOBS. It is used by many Federal agencies to collect online applications and assessment information for specific positions.

#### Application Manager

[Login](#)

[Important Links](#)

[Help](#)

#### Welcome to USA Staffing® Application Manager!

If you have already created an Application Manager account, please log in on the next page.

If this is the first time USAJOBS has sent you to Application Manager, to continue the job application process, you will need to create an account.

Application Manager, <https://ApplicationManager.gov>, is a completely separate system that some agencies use to collect applications online; it is not a part of <http://www.USAJOBS.gov>. This means you need a separate account with Application Manager to continue the online application process. In Application Manager you will answer detailed job-specific questions that go beyond what you have done in USAJOBS, and you can attach documents to your application package, including your USAJOBS résumé. See the [Application Manager Quick Start Guide](#) for an overview.

[Continue](#)



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## Application Manager

If you have an Application Manager account, you can log in by entering your User Name and Password or if you don't already have an account, you can create one.

After you first access Application Manager from USAJOBS, your accounts will become linked and you will not be required to login to Application Manager when redirected from USAJOBS.

### Application Manager

LoginImportant LinksHelp

#### Welcome to USA Staffing® Application Manager

#### Existing Account? Log In Here:

User Name:

Password:

Go

[Forgot User Name or Password](#) [Problems Logging In?](#)

Application Manager is an official U.S. Government System. You are authorized to use it subject to [Terms and Conditions](#). Unauthorized use of this system or its information could result in criminal prosecution.

#### Create an Account:

Create one now – It's fast, convenient and easy to use all these [Application Manager features!](#)

Check out our [Quick Start Guide](#).

Create an Account

[Instructions on how to apply for a job without using Application Manager](#)



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# **How do I move my resume from Resumix/Army Resume Builder to USAJobs?**

1. Open a Word doc.
2. Go to CPOL ([www.cpol.army.mil](http://www.cpol.army.mil)) employment
  - Click "Build A resume/check Status"
  - Under Registered Users click "Login"
  - Click "Answer"
  - Click "View Resume"
  - Highlight the Resume
  - Right click "copy"
  - Open word document
  - Right click "paste"
  - Click "File"
  - Click "Save As" to Desktop
  - Name your resume
3. Go to USAJobs ([www.usajobs.gov](http://www.usajobs.gov))
  - Click "Resume"
  - Click "Upload resume"
  - Name your resume
  - Click "Browse"
  - Select the resume saved to desktop
  - Click "Upload"



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# **Occupational Questionnaire Basic Eligibility Requirements**

***FACTOR: Minimum Qualifications - Selective  
Placement Factor - QUALIFIED TYPIST***

***Do you type 40 words per minute typing speed.***

***A. Yes***

***B. No***

*(Example for illustration purposes only)*



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### **Occupational Questionnaire - Factor Evaluation**

- **Knowledge and Skills/Factor evaluation**

#### ***FACTOR: Knowledge of Written Communication***

##### ***1. Compose a variety of routine correspondence such as; memos, directives, and letters.***

- A - I have not had education, training or experience in performing this task***
- B - I have had education or training in performing this task, but have not yet performed it on the job.***
- C - I have performed this task on the job. My work on this task was monitored closely by a supervisor or senior employee to ensure compliance with proper procedures.***
- D - I have performed this task as a regular part of a job. I have performed it independently and normally without review by a supervisor or senior employee.***
- E - I am considered an expert in performing this task. I have supervised performance of this task or am normally the person who is consulted by other workers to assist them in doing this task because of my expertise.***



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### **Changes for Selecting Officials**

- **Selection Manager**
  - The hiring official's online interface to USA Staffing®
    - View/share certificate
    - View resumes & cover letters
    - Make notes
    - Track the status of multiple certificates
  - Available online from any location (e.g., TDY)
- **Use of Assessment Questionnaires**
  - Collaboratively selected by HR and hiring officials
  - Self-reported responses used to determine applicant's eligibility, qualifications and quality of experience
  - HR confirms eligibility to be hired before referral



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# **QUESTIONS?**

# HR Staff Contact Info

<b>Theresa Smith</b>	<b>Branch Chief (R&amp;P/Classification)</b>	<b>Theresa.l.smith78.civ@mail.mil Phone: 757-878-1144</b>
<b>Debbie Kelley</b>	<b>Branch Chief (R&amp;P/Classification)</b>	<b>Deborah.j.kelley6.civ@mail.mil Phone: 757-878-3053</b>
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